



United States Department of Agriculture

SUMMER INTERN PROGRAM

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**United States
Department of
Agriculture**

**Office of the
Assistant Secretary
for Administration**

**Office of
Human Resources
Management**

**1400 Independence
Avenue SW
Washington, DC
20250-9600**

January 11, 2010

Dear Student:

The United States Department of Agriculture (USDA invites currently enrolled college students to apply for the Summer Intern Program (SIP). Attached is the current listing of internship vacancy announcements available for summer 2010. Application forms and information are included.

USDA Mission Areas and Agencies are identified for you in the materials. USDA Agency contact information is provided at the end of each vacancy announcement.

The Summer Intern Program provides an opportunity for college students to gain experience as assistants in scientific, professional, and technical areas. The SIP consists of paid internships that give students an opportunity to gain career experience and to strongly consider future employment with USDA.

USDA welcomes SIP applications from all college students, including students with disabilities. USDA interns must be a U.S. Citizen, must be currently enrolled in a college or university, and must be planning to continue their education (enrolled for fall 2010).

Please note that each intern position vacancy has its own deadline (closing date). Also, the individual USDA Agencies may post additional summer positions on their own websites, so be sure to check throughout the spring for further updates. The USDA Agency websites can be located through the USDA website at www.usda.gov.

Any questions about the individual internship announcements should be directed to the contact person at the end of each announcement. Questions about USDA student internship and employment information may be directed to the following: Mary Jo Thompson, MaryJo.Thompson@usda.da.gov or Yolanda Garcia Provost at Yolanda.Garcia-Provost@usda.da.gov.

Sincerely,

Mary Jo Thompson
Director, Special Projects
Office of Human Resources Management
Office of the Assistant Secretary for Administration
U.S. Department of Agriculture

2010 Summer Intern Program

Workforce Recruitment Program for College Students with Disabilities

The Workforce Recruitment Program for College Students with Disabilities (WRP) is designed to assist students with disabilities to gain employment with Federal agencies. This program is coordinated by the Office of Disability Employment Policy and the Department of Defense, with a consortium of sixteen Federal agencies participating. In addition to summer opportunities, this program also provides opportunities for college students with disabilities to explore permanent Federal job options.

Accommodations

All students hired under WRP are provided the necessary workplace accommodations such as sign language interpreting services, assistive technology, and telecommunications devices for the deaf. In order to successfully perform essential job functions, the Department of Defense lends equipment to the employing agency for the duration of the WRP student employment.

Housing

Housing assistance is coordinated by the WRP for students who accept employment outside of the local commuting area. Housing arrangements are made with local colleges, universities, and private facilities to identify discounted rates. The cost is borne by the student.

Networking

Activities may be sponsored by the Office of Disability Employment Policy and the Department of Defense for students to meet each other, attend Congressional hearings, and meet state representatives.

Further Information

Contact:

Office of Workplace Diversity and Inclusion
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, S.W.
Mail Stop: 9480
Washington, DC 20250-9480

Physical location:

300 7th Street, SW, Rm. 266 Reporters Building, Washington, DC 20024

Phone Number: (202) 720-5680

FAX Number: (202) 205-3467

TTY Number: (202) 720-6382

Main Number: (202) 720-5680

2010 Summer Intern Program

Eligibility and Application Instructions

Eligibility

- Must be a U.S. Citizen
- Must be currently enrolled in a college or university (“currently enrolled” means the student will be enrolled for fall semester 2010)

Application Instructions

Students may apply for internship vacancies by submitting the following:

- A resume cover sheet (included in this packet)
- A resume with current contact information, **or**
- OF 612 (Optional Application for Federal Employment), and
- A copy of current college transcripts

A fillable, printable copy of the OF 612 may be found at the following OPM website:

<http://www.opm.gov/forms/html/of.asp> The OF 612 cannot be saved to the computer, so it is a good idea to print and save a completed hard copy for yourself.

The above items must be sent to the address listed at the end of each intern vacancy announcement by the closing date posted. A separate set of application materials must be submitted for each position applied for. If selected, applicants will be notified before May 31, 2010. Due to the volume of applications, only applicants who are selected for internships will be notified.

Qualifications

Students must be enrolled in an accredited college or university and must meet the eligibility requirements listed above. Generally, interns are hired at the GS 3, 4, 5, 6, and 7 grade levels. The grade level determines the rate of pay. Some positions allow for an equivalent combination of education and experience. Specific course work for some positions may be required. Specialized Experience is defined as experience directly related to the responsibilities of the advertised position.

Travel and Housing

Transportation and housing subsidies may be provided to the selected interns contingent upon available funding and need. Individual interns will be notified by the selecting official if they are to receive subsidies.

2010 Summer Intern Program

Resume Cover Sheet/Application

Please submit a completed copy of this form with each resume/application.

Job Number:

Name:

Address: (after April 15, 2010)

Home Telephone:

Cell Phone:

Email address:

Social Security Number:

College/University:

Major:

Total Credits Earned: _____ (semester) _____ (quarterly)

Number of Credits in Progress: _____ (semester) _____ (quarterly)

Class: ☐ Freshman
 ☐ Sophomore
 ☐ Junior
 ☐ Senior
 ☐ Graduate Student

Expected Graduation Date:

Work Experience

Position title:

From/To:

Employer's Name:

Employer's address:

Supervisor's name and phone number:

Position title:

From/To:

Employer's Name:

Employer's address:

Supervisor's name and phone number:

Position title:

From/To:

Employer's Name:

Employer's address:

Supervisor's name and phone number:

Position title:

From/To:

Employer's Name:

Employer's address:

Supervisor's name and phone number:

Please Note: References will be contacted

General Information

Are you a U.S. Citizen? **YES** ____ **NO** ____

Do you claim veteran's preference? **YES** ____ **NO** ____

If you checked "yes" to veteran's preference, you must attach a copy of your DD-214.

Signature _____ **Date** _____
(Original signature required for each resume cover sheet submitted)

Agency Use Only:

Date Received: _____ Grade: _____ Date Selected: _____

Number of Applications: _____

**Click here to access the Optional Application for Federal Employment
(OF612 Application)**

USDA Mission Areas, Agencies, and Staff Offices

USDA Mission Areas and Agencies

1. Farm and Foreign Agricultural Services

Farm Service Agency (FSA)
Foreign Agricultural Service (FAS)
Risk Management Agency (RMA)

2. Food, Nutrition and Consumer Services

Center for Nutrition Policy and Promotion (CNPP)
Food and Nutrition Service (FNS)

3. Food Safety

Food Safety and Inspection Service (FSIS)

4. Marketing and Regulatory Programs

Agricultural Marketing Service (AMS)
Animal and Plant Health Inspection Service (APHIS)
Grain Inspection, Packers, and Stockyards
Administration (GIPSA)

5. Natural Resources and Environment

Forest Service (FS)
Natural Resources Conservation Service (NRCS)

6. Research, Education and Economics

Research, Education, and Economics (REE)
Agricultural Research Service (ARS)
National Institute of Food and Agriculture (NIFA)
Economic Research Service (ERS)
National Agricultural Library (NAL)
National Agricultural Statistics Service (NASS)

7. Rural Development

Rural Development

USDA Offices

- 1. Departmental Administration (DA)**
- 2. National Appeals Division (NAD)**
- 3. Office of the Assistant Secretary for Civil Rights (OASCR)**
- 4. Office of Budget and Program Analysis (OBPA)**
- 5. Office of the Chief Economist (OCE)**
- 6. Office of the Chief Financial Officer (OCFO)**
- 7. Office of the Chief Information Officer (OCIO)**
- 8. Office of Communications (OC)**
- 9. Office of Congressional Relations (OCR)**
- 10. Office of the Executive Secretariat (OES)**
- 11. Office of the Inspector General (OIG)**
- 12. Office of the General Counsel (OGC)**





United States Department of Agriculture


SUMMER INTERN PROGRAM


JOB ANNOUNCEMENTS


Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA TARGET Center at (202)720-2600 (voice and TDD).


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Computer Clerk/Assistant, GS-334-3/4/5/6/7</p>	
<p>SALARY: \$12.69-\$19.75/hour - Salary may increase due to General Schedule increase for FY 2010</p>	
<p>JOB NUMBER: FSA-HQ-SUM-10-01</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Washington, DC</p>	
<p>DUTIES: Duties may include assisting senior specialists with internet/intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Database management and spreadsheet manipulation and use of basic and intermediate IT programs. Utilizing geodatabases, shapefiles, satellite imagery and maps helpful for some positions.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>MAJOR DUTIES/COURSE WORK: Information Technology/Computer Science, Oracle Database Administration, experience with remote sensing methods, relational databases and web publishing. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington, DC, 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No transportation expenses will be authorized.</i></p>	


 <p>United States Department of Agriculture</p>	<h1>FARM SERVICE AGENCY</h1>
POSITION: Accounting Clerk/Assistant, GS-503-3/4/5/6/7 Budget Clerk/Assistant, GS-561-3/4/5/6/7	
SALARY: \$12.69-\$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: FSA-HQ-SUM-10-02	
LOCATION: USDA, Farm Service Agency (FSA), Washington, DC (Accounting offices located in Alexandria, VA)	
DUTIES: Duties may include assisting senior specialists with internet/intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Database management and spreadsheet manipulation and use of basic and intermediate IT programs. Utilizing geodatabases, shapefiles, satellite imagery and maps helpful for some positions.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
MAJOR DUTIES/COURSE WORK: Provides assistance to senior level specialists in carrying out day-to-day activities. May assist senior level specialists with activities and work associated with the Federal budget planning and execution process. Tabulates or posts data from source documents to work sheets or spread sheets or other records. May perform limited data collection and analysis pertaining to specific projects. May be assigned special projects related to discipline. May perform routine accounting and auditing assignments and projects. Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
DESIRED MAJOR/COURSE WORK: Accounting, Finance, Business Management. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington, DC, 20250-0596	
CONTACT: C. Mondina McClain, (202) 401-0515	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No transportation expenses will be authorized.</i>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Program Clerk/Assistant, GS-303-3/4/5/6/7, Management Clerk/Assistant, GS-344-3/4/5/6/7</p>	
<p>SALARY: \$12.69-\$19.75/hour - Salary may increase due to General Schedule increase for FY 2010</p>	
<p>JOB NUMBER: FSA-HQ-SUM-10-03</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Washington, DC</p>	
<p>DUTIES: Provides assistance to senior level specialists in planning, developing, and evaluating policy and program initiatives. May coordinate meetings and focus groups; developing presentations; and compiling reports. May assist in the development of charts, and draft letters. Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>MAJOR/COURSE WORK: Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Students majoring in Agriculture, Business Management, Economics, Finance, or related disciplines. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington, DC, 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Office Automation Clerk/Assistant, GS-326-2/3/4/5/6/7</p>	
<p>SALARY: \$11.63-\$19.75/hour - Salary may increase due to General Schedule increase for FY 2010</p>	
<p>JOB NUMBER: FSA-HQ-SUM-10-04</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Washington, DC</p>	
<p>DUTIES: Provides assistance to office staff associated with the operation of the office. Assignments may include gathering and consolidating data; typing correspondence, records or reports; and copying materials, and performing receptionist duties. Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>MAJOR/COURSE WORK: No required major; applicants for GS-4 and above must be able to type 40 wpm. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington, DC, 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: : Clerk/Assistant (multiple positions) GS-303-2/3/4/5/6/7 (Applicant substitute State's name for "STATES") Program Technician (multiple positions) GS-1101-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-STATES-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), State/County Office <i>nationwide</i>. Exact location to be determined at later date. Not all States will have a position available.</p>	
<p>DUTIES: Provide assistance to senior specialists in day-to-day activities of State and county office operations that includes clerical support, office management, providing service to farmers and/or ranchers for loan processing and servicing, or administering farm programs.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[] Access to public transportation [X] Vehicle Required DESIRED</p>	
<p>DESIRED MAJOR/COURSE WORK: Economics, Finance, Agriculture, Agribusiness, Business Management, or Marketing. Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Clerk/Assistant, GS-303-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KC-MSD-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Management Services Division, Kansas City, Missouri</p>	
<p>DUTIES: Provide assistance to senior level specialists in carrying out day-today activities that include various clerical and administrative support, office management, and word processing; provide assistance with accounting data or computer projects; and/or assist on special projects. Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Agribusiness, Business Management, Property Management, Realty, Logistics, Space Utilization, Customer Service; Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Personnel Assistant, GS-203-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KCHRO-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Human Resources Office (KCHRO), Kansas City, Missouri</p>	
<p>DUTIES: Experience that involves applying office methods to provide clerical support to a human resources office. In addition, experience that demonstrates knowledge of grammar and punctuation to prepare correspondence, memorandums, and other documents utilizing word processing and other automated systems i.e. Excel. Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Human resources, public administration, political science, business administration, psychology or education. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	

	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Computer Clerk/Assistant, GS-335-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KCITSD-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Kansas City Information Technology Services Division (KCITSD), Kansas City, Missouri</p>	
<p>DUTIES: Assist senior level specialist in design of software applications to meet business or scientific requirements or the Business Case Management practices for justifying and managing automated systems.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Computer Information Sciences (or equivalent) majors with coursework or experience in using software development tools like JAVA, WebSphere, Object Oriented Design and Programming, Relational Database Design, Network Design, Windows Operating System environment, Unix Operating Environment, GIS applications, etc. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	

	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Computer Clerk/Assistant, GS-335-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KCITSD-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Kansas City Information Technology Services Division (KCITSD), Kansas City, Missouri</p>	
<p>DUTIES: Assist senior level specialist in design of software applications to meet business or scientific requirements or the Business Case Management practices for justifying and managing automated systems.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Computer Information Sciences (or equivalent) majors with coursework or experience in using software development tools like JAVA, WebSphere, Object Oriented Design and Programming, Relational Database Design, Network Design, Windows Operating System environment, Unix Operating Environment, GIS applications, etc. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Accounting Clerk/Technician, GS-525-2/3/4/5/6/7 Financial Clerk/Assistant, GS-503-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-STL-FSC-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Farm Loan Operations Office, St. Louis, Missouri</p>	
<p>DUTIES: Provides assistance to senior level accountants in carrying out day-to-day activities which includes various word processing and excel spreadsheet tasks; provides assistance with accounting data or computer projects and/or assists on special projects.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required DESIRED</p>	
<p>DESIRED MAJOR/COURSE WORK: Finance, Accounting, Agriculture, Agribusiness, or Business Management. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.</p>	


 <p>United States Department of Agriculture</p>	<h2 style="color: green; margin: 0;">FARM SERVICE AGENCY</h2>
POSITION: Accounting Clerk/Technician, GS-525-2/3/4/5/6/7 Financial Clerk/Assistant, GS-503-2/3/4/5/6/7	
SALARY: (salary may vary depending upon geographical location)	
JOB NUMBER: FSA-KC-FSC-2010	
LOCATION: USDA, Farm Service Agency (FSA), Financial Services Center (FSC), Kansas City, Missouri	
DUTIES: Assist the Financial Services Center's staff in various areas of financial and clerical activity to include review, analysis and tracking of financial data as it processes through the accounting systems. Incumbent may also be involved in updating and filing (manual or electronic) the Centers records supporting the business of the organization.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Finance, Accounting, Agribusiness, or Business Management. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey	
CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.	


 <p>United States Department of Agriculture</p>	<h2>FARM SERVICE AGENCY</h2>
POSITION: Clerk/Assistant, GS-303-2/3/4/5/6/7 Program Assistant/Technician, GS-1101-2/3/4/5/6/7	
SALARY: (salary may vary depending upon geographical location)	
JOB NUMBER: FSA-KCCO-2010	
LOCATION: USDA, Farm Service Agency (FSA), Kansas City Commodity Office (KCCO), Kansas City, Missouri	
DUTIES: Provide assistance to senior level specialists in carrying out day-today activities that include various clerical and administrative support, office management, and word processing; provide assistance with accounting data or computer projects; and/or assist on special projects.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> [X] Access to public transportation <input type="checkbox"/> [] Vehicle Required	
DESIRED MAJOR/COURSE WORK: Agribusiness, Business Management, Property Management, Realty, Logistics, Space Utilization, Customer Service. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey	
CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Procurement Clerk, GS-1106-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KC-AMD-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Kansas City Acquisition Branch, Kansas City, Missouri</p>	
<p>DUTIES: Provide assistance to senior level specialists in carrying out day-today activities that include various clerical and administrative support and light purchasing support to an acquisition office.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods or Organization and Management. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2006</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Computer Clerk/Assistant, GS-334-3/4/5/6/7</p>	
<p>SALARY: \$12.69-\$19.75/hour - Salary may increase due to General Schedule increase for FY 2010</p>	
<p>JOB NUMBER: FSA-HQ-SUM-10-01</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Washington DC</p>	
<p>DUTIES: Duties may include assisting senior specialists with internet/intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Database management and spreadsheet manipulation and use of basic and intermediate IT programs. Utilizing geodatabases, shapefiles, satellite imagery and maps helpful for some positions.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Information Technology/Computer Science, Oracle Database Administration, experience with remote sensing methods, relational databases and web publishing. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2006</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC, 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.</p>	


 <p>United States Department of Agriculture</p>	<h1>FARM SERVICE AGENCY</h1>
POSITION: Accounting Clerk/Assistant, GS-503-3/4/5/6/7 Budget Clerk/Assistant, GS-561-3/4/5/6/7	
SALARY: \$12.69-\$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: FSA-HQ-SUM-10-02	
LOCATION: USDA, Farm Service Agency (FSA), Washington DC (Accounting offices located in Alexandria, VA)	
DUTIES: Provides assistance to senior level specialists in carrying out day-to-day activities. May assist senior level specialists with activities and work associated with the Federal budget planning and execution process. Tabulates or posts data from source documents to work sheets or spread sheets or other records. May perform limited data collection and analysis pertaining to specific projects. May be assigned special projects related to discipline. May perform routine accounting and auditing assignments and projects.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Accounting, Finance, Business Management. Computer/word processing skills required.	
OPENING DATE: December 29, 2006	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC, 20250-0596	
CONTACT: C. Mondina McClain, (202) 401-0515	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Program Clerk/Assistant, GS-303-3/4/5/6/7 Management Clerk/Assistant, GS-344-3/4/5/6/7</p>	
<p>SALARY: \$12.69 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010</p>	
<p>JOB NUMBER: FSA-HQ-SUM-10-03</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Washington DC</p>	
<p>DUTIES: Provides assistance to senior level specialists in planning, developing, and evaluating policy and program initiatives. May coordinate meetings and focus groups; developing presentations; and compiling reports. May assist in the development of charts, and draft letters.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Students majoring in Agriculture, Business Management, Economics, Finance, or related disciplines. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2006</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC, 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Office Automation Clerk/Assistant, GS-326-2/3/4/5/6/7</p>	
<p>SALARY: \$11.63 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010</p>	
<p>JOB NUMBER: FSA-HQ-SUM-10-04</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Washington DC</p>	
<p>DUTIES: Provides assistance to office staff associated with the operation of the office. Assignments may include gathering and consolidating data; typing correspondence, records or reports; and copying materials, and performing receptionist duties.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: No required major; applicants for GS-4 and above must be able to type 40 wpm. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2006</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC, 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	FARM SERVICE AGENCY
United States Department of Agriculture	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK:	
OPENING DATE: December 29, 2006	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey	
CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	

	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Clerk/Assistant, GS-303-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KC-MSD-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Management Services Division, Kansas City, Missouri</p>	
<p>DUTIES: Provide assistance to senior level specialists in carrying out day-today activities that include various clerical and administrative support, office management, and word processing; provide assistance with accounting data or computer projects; and/or assist on special projects.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Agribusiness, Business Management, Property Management, Realty, Logistics, Space Utilization, Customer Service; Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Personnel Assistant, GS-203-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KCHRO-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Human Resources Office (KCHRO), Kansas City, Missouri</p>	
<p>DUTIES: Experience that involves applying office methods to provide clerical support to a human resources office. In addition, experience that demonstrates knowledge of grammar and punctuation to prepare correspondence, memorandums, and other documents utilizing word processing and other automated systems i.e. Excel.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Human resources, public administration, political science, business administration, psychology or education. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.</p>	

	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Computer Clerk/Assistant, GS-335-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KCITSD-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Kansas City Information Technology Services Division (KCITSD), Kansas City, Missouri</p>	
<p>DUTIES: Assist senior level specialist in design of software applications to meet business or scientific requirements or the Business Case Management practices for justifying and managing automated systems.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Computer Information Sciences (or equivalent) majors with coursework or experience in using software development tools like JAVA, WebSphere, Object Oriented Design and Programming, Relational Database Design, Network Design, Windows Operating System environment, Unix Operating Environment, GIS applications, etc. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Accounting Clerk/Technician, GS-525-2/3/4/5/6/7 Financial Clerk/Assistant, GS-503-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-STL-FSC-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Farm Loan Operations Office, St. Louis, Missouri</p>	
<p>DUTIES: Provides assistance to senior level accountants in carrying out day-to-day activities which includes various word processing and excel spreadsheet tasks; provides assistance with accounting data or computer projects and/or assists on special projects.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Finance, Accounting, Agriculture, Agribusiness, or Business Management. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.</p>	

	<h1>FARM SERVICE AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Accounting Clerk/Technician, GS-525-2/3/4/5/6/7 Financial Clerk/Assistant, GS-503-2/3/4/5/6/7</p>	
<p>SALARY: (salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: FSA-KC-FSC-2010</p>	
<p>LOCATION: USDA, Farm Service Agency (FSA), Financial Services Center (FSC), Kansas City, Missouri</p>	
<p>DUTIES: Assist the Financial Services Center's staff in various areas of financial and clerical activity to include review, analysis and tracking of financial data as it processes through the accounting systems. Incumbent may also be involved in updating and filing (manual or electronic) the Centers records supporting the business of the organization.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Finance, Accounting, Agribusiness, or Business Management. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.</p>	

 <p>United States Department of Agriculture</p>	<h2 style="color: green; margin: 0;">FARM SERVICE AGENCY</h2>
POSITION: Clerk/Assistant, GS-303-2/3/4/5/6/7 Program Assistant/Technician, GS-1101-2/3/4/5/6/7	
SALARY: (salary may vary depending upon geographical location)	
JOB NUMBER: FSA-KCCO-2010	
LOCATION: USDA, Farm Service Agency (FSA), Kansas City Commodity Office (KCCO), Kansas City, Missouri	
DUTIES: Provide assistance to senior level specialists in carrying out day-today activities that include various clerical and administrative support, office management, and word processing; provide assistance with accounting data or computer projects; and/or assist on special projects.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Agribusiness, Business Management, Property Management, Realty, Logistics, Space Utilization, Customer Service. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey	
CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.	

 <p>United States Department of Agriculture</p>	<h2>FOREIGN AGRICULTURAL SERVICE</h2>
POSITION: International Trade Assistant (Multiple Positions) GS-0303-4/7	
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: UF297407NLS	
LOCATION: USDA, Foreign Agricultural Service, Washington DC 20250	
DUTIES: Assist senior specialists in: 1) developing programs involving international trade and marketing 2) developing policy responses to foreign regulatory actions and 3) providing advisory services to foreign producers, importers, exporters, and processors on agricultural marketing and/or trade policies, practices, and programs. Experience using analytical methods to select, organize, and evaluate data and information and develop preliminary conclusion. Experience writing internal program-related material. Database management and spreadsheet manipulation and use of basic IT programs.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Agricultural Economics/International Trade Policy/Food Science	
OPENING DATE: December 29, 2009	
CLOSING DATE: February 15, 2010	
MAIL COMPLETED APPLICATION TO: FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE GO TO WWW.USAJOBS.COM AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.	
CONTACT: Nikia Sizer, (202)401-0176, Fax (202)205-9017	

 FOREIGN AGRICULTURAL SERVICE United States Department of Agriculture
POSITION: Agricultural Marketing Assistant (Multiple Positions) GS-1199-4/7
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010
JOB NUMBER: UF297440NLS
LOCATION: USDA, Foreign Agricultural Service, Washington DC 20250
DUTIES: Assist professional staff by performing the less difficult research duties relative to the assembly, analysis, interpretation and preparation of data and reports for use by trade projects specialist and others in FAS. Drafts reports, proposals and plans which relates to the objective of the project. Under close guidance, reviews programs and evaluates reports to determine the extent to which marketing plans were carried out, agreed upon goals that were reached, the reasons for successes or failures, lessons learned from these experiences, and their possible application to present and future projects.
[X] Access to public transportation [] Vehicle Required
DESIRED MAJOR/COURSE WORK: Agricultural Marketing/Marketing/Business Administration
OPENING DATE: December 29, 2009
CLOSING DATE: February 15, 2010
MAIL COMPLETED APPLICATION TO: FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE GO TO WWW.USAJOBS.COM AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.
CONTACT: Nikia Sizer, (202)401-0176, Fax (202)205-9017


 FOREIGN AGRICULTURAL SERVICE United States Department of Agriculture
POSITION: Public Affairs Assistant (Multiple Positions) GS-1099-4/7
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010
JOB NUMBER: UF297430NLS
LOCATION: USDA, Foreign Agricultural Service, Washington DC 20250
DUTIES: Serves as the focal point, local authority and expert source for information on all administrative functions of the Legislative and Public Affairs Staff. Assist with research on a wide variety of complex administrative problems involving various public affairs activities or issues.
[X] Access to public transportation [] Vehicle Required DESIRED
DESIRED MAJOR/COURSE WORK: Public Affairs/Marketing/Journalism
OPENING DATE: December 29, 2009
CLOSING DATE: February 15, 2010
MAIL COMPLETED APPLICATION TO: FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE GO TO WWW.USAJOBS.COM AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.
CONTACT: Nikia Sizer, (202) 401-0176, Fax (202) 205-9017


 <p>United States Department of Agriculture</p>	<h2 style="color: green; margin: 0;">FOREIGN AGRICULTURAL SERVICE</h2>
POSITION: Management Assistant (Multiple Positions) GS-344-4/7	
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: UF297433NLS	
LOCATION: USDA, Foreign Agricultural Service, Washington DC 20250	
DUTIES: Assistants receive varied assignments in support of management and program analysis. Duties could include: gathering a variety of program operational data in such areas as workload, work force utilization, industry conditions, trade capacity building and technical assistance programs, maintaining tracking and logging systems and case files related to resources management, inspection, and enforcement activity, analyzing data and other administrative duties as needed. Database management and spreadsheet manipulation and use of basic IT programs.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Business Administration, General studies, Computer Science, analytical and customer service skills.	
OPENING DATE: December 29, 2009	
CLOSING DATE: February 15, 2010	
MAIL COMPLETED APPLICATION TO: FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE GO TO WWW.USAJOBS.COM AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.	
CONTACT: Nikia Sizer, (202) 401-0176, Fax (202) 205-9017	


 <p>United States Department of Agriculture</p>	<h2>FOREIGN AGRICULTURAL SERVICE</h2>
POSITION: Economic Assistant (Multiple Positions) GS-119-4/7	
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: UF297435NLS	
LOCATION: USDA, Foreign Agricultural Service, Washington DC 20250	
DUTIES: Develop information and data on production, prices, utilization, trade and consumption of agricultural products. Compilation and analysis of, but not limited to, global economic information, financial data, international legal and banking systems, etc. Consolidates and summarizes information supplied by various sources. Prepares charts and tabulations of material, develops statistical and other type reports for use by economists in their professional analyses and considerations, and develop simple text material to explain data compiled. Database management and spreadsheet manipulation and use of basic IT programs. Experience in performing research or related work that involved collecting, compiling, verifying, analyzing, or reporting data.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Economics/Finance/Business Administration/Agri-Business	
OPENING DATE: December 29, 2009	
CLOSING DATE: February 15, 2010	
MAIL COMPLETED APPLICATION TO: FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE GO TO WWW.USAJOBS.COM AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.	
CONTACT: Nikia Sizer, (202) 401-0176, Fax (202) 205-9017	


 United States Department of Agriculture	<h2 style="color: green; margin: 0;">FOREIGN AGRICULTURAL SERVICE</h2>
POSITION: Information Technology Assistant (Multiple Positions) GS-335-4/7	
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: UF297437NLS	
LOCATION: USDA, Foreign Agricultural Service, Washington DC 20250	
DUTIES: Duties may include assisting senior specialists with internet/intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Database management and spreadsheet manipulation and use of basic and intermediate IT programs. Utilizing geodatabases, shapefiles, satellite imagery and maps helpful for some positions.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Information Technology/Computer Science, Oracle Database Administration, experience with remote sensing methods, relational databases and web publishing.	
OPENING DATE: December 29, 2009	
CLOSING DATE: February 15, 2010	
MAIL COMPLETED APPLICATION TO: FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE GO TO WWW.USAJOBS.COM AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.	
CONTACT: Nikia Sizer, (202) 401-0176, Fax (202) 205-9017	


 United States Department of Agriculture	<h2 style="color: green; margin: 0;">FOREIGN AGRICULTURAL SERVICE</h2>
POSITION: International Agricultural Development Assistant/Specialist (Multiple Positions) GS-0101-4/7	
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: UF297444NLS	
LOCATION: USDA, Foreign Agricultural Service, Washington DC 20250	
DUTIES: Provide technical support in one or more areas of responsibility to include coordinating and implementing agricultural and natural resource capacity building and reconstruction and stabilization projects. Perform analysis and program and policy support for assignments which may involve assisting with implementation, coordination, and/or evaluation of agricultural technical assistance programs. Provide administrative and logistical support services to senior specialists.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: International Affairs/International Relations/Policy	
OPENING DATE: December 29, 2009	
CLOSING DATE: February 15, 2010	
MAIL COMPLETED APPLICATION TO: FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE GO TO WWW.USAJOBS.COM AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.	
CONTACT: Nikia Sizer, (202) 401-0176, Fax (202) 205-9017	


 <p>United States Department of Agriculture</p>	<h1>RISK MANAGEMENT AGENCY</h1>
POSITION: Insurance Management Clerk/Assistant, GS-593-4/5/6/7	
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: RMA-HQ-SUM-10-01	
LOCATION: USDA, Risk Management Agency (RMA), Washington DC	
DUTIES: The incumbent performs work related to the Agency's reinsurance program and contract delivery of multiple peril crop insurance.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Economics, Finance, Business Administration or related disciplines. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC 20250-0596	
CONTACT: C. Mondina McClain, (202) 401-0515	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	


	<h1>RISK MANAGEMENT AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Financial Management Clerk/Assistant, GS-503-4/5/6/7</p>	
<p>SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010</p>	
<p>JOB NUMBER: RMA-HQ-SUM-10-02</p>	
<p>LOCATION: USDA, Risk Management Agency (RMA), Washington DC</p>	
<p>DUTIES: The incumbent is responsible for the performance of staff work conducting analyses in the review of the financial condition and operating capabilities of private insurance companies reinsured by Federal Crop Insurance Corporation (FDIC).</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Students majoring in economics, finance, business administration or related disciplines. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	


 <p>United States Department of Agriculture</p>	<h1>RISK MANAGEMENT AGENCY</h1>
POSITION: Program Assistant, GS-303-4/5 Program Specialist, GS-301-7	
SALARY: \$14.25 - \$19.75/hour - Salary may increase due to General Schedule increase for FY 2010	
JOB NUMBER: RMA-HQ-SUM-10-03	
LOCATION: USDA, Risk Management Agency (RMA), Washington DC	
DUTIES: The incumbent provides assistance in the evaluation of the policies and procedures related to the administration of the Agency's reinsurance program and contract delivery of multiple peril crop insurance.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Agriculture, Economics, Finance, Business Administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC 20250-0596	
CONTACT: C. Mondina McClain, (202) 401-0515	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	


 <p>United States Department of Agriculture</p>	<h1>RISK MANAGEMENT AGENCY</h1>
POSITION: Risk Management Clerk/Assistant, GS-1101-4/5/6/7	
SALARY: (Salary may vary depending upon geographical location)	
JOB NUMBER: RMA-REGIONAL-10-01	
LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific location(s) of interest, and submit separate applications for each . The locations include: <i>Billings, MT; Jackson, MS; Oklahoma City, OK; Raleigh, NC; Davis, CA; St. Paul, MN; Springfield, IL; Spokane, WA; Topeka, KS; Valdosta, GA</i>	
DUTIES: Assist Risk Management Specialist with a wide range of program activities which may include underwriting determinations, loss adjustment reviews, substantial involvement with Risk Management Education and Outreach partners, policy and procedural review and regional support of crop insurance deliverers. Provide a variety of administrative support services and limited program analysis and evaluation for the functions and activities of the office.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input type="checkbox"/> Access to public transportation <input checked="" type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Agriculture, Economics, Finance, Business Administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC 20250-0596	
CONTACT: C. Mondina McClain, (202) 401-0515	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	


	<h1>RISK MANAGEMENT AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Program Clerk/Assistant, GS-303-4/5/6/7</p>	
<p>SALARY: (Salary may vary depending upon geographical location)</p>	
<p>JOB NUMBER: RMA-REGIONAL-10-02</p>	
<p>LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific location(s) of interest, and submit separate applications for each. The locations include: <i>Billings, MT; Jackson, MS; Oklahoma City, OK; Raleigh, NC; Davis, CA; St. Paul, MN; Springfield, IL; Spokane, WA; Topeka, KS; Valdosta, GA</i></p>	
<p>DUTIES: Assist Risk Management Specialist with a wide range of program activities which may include data collection and analysis, assisting with the actuarial filing process, participating and assisting with community outreach and education, and conducting preliminary assessments for actuarial requests.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [X] Vehicle Required DESIRED</p>	
<p>DESIRED MAJOR/COURSE WORK: Agriculture, Soil Science, Agribusiness, Economics, Finance or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC 20250-0596</p>	
<p>CONTACT: C. Mondina McClain, (202) 401-0515</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	

 <p>United States Department of Agriculture</p>	<h1>RISK MANAGEMENT AGENCY</h1>
POSITION: Compliance Clerk/Assistant, GS-1802-4/5/6/7	
SALARY: (Salary may vary depending upon geographical location)	
JOB NUMBER: RMA-COMPLIANCE-10-01	
LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific position(s) and location(s) of interest, and submit separate applications for each . The locations include: <i>Dallas, TX; Indianapolis, IN; Kansas City, MO; Raleigh, NC; Davis, CA; and St. Paul, MN</i>	
DUTIES: Assist Compliance Investigators with a wide range of program activities that may include onsite reviews and evaluations of Reinsured Companies to ensure compliance with FCIC approved policies, procedures and guidelines. Provide a variety of administrative support services and limited program analysis and evaluation for the functions and activities of the office. Enter and retrieve data using database and/or spreadsheet software.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input type="checkbox"/> Access to public transportation <input checked="" type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Economics, Finance, Business Administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC 20250-0596	
CONTACT: C. Mondina McClain, (202) 401-0515	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	

 <p>United States Department of Agriculture</p>	<h1>RISK MANAGEMENT AGENCY</h1>
POSITION: Program Clerk/Assistant, GS-303-4/5/6/7	
SALARY: (Salary may vary depending upon geographical location)	
JOB NUMBER: RMA-COMPLIANCE-10-02	
LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific position(s) and location(s) of interest, and submit separate applications for each . The locations include: <i>Dallas, TX; Indianapolis, IN; Kansas City, MO; Raleigh, NC; Davis, CA; and St. Paul, MN</i>	
DUTIES: Assist Compliance Investigators with a wide range of program activities that may include review and process requests for written agreements, added land, and determined yields.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input type="checkbox"/> [X] Access to public transportation <input checked="" type="checkbox"/> [X] Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Agriculture, Agribusiness, or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA-HRD/DOB Mail Stop 0596 ATTN: Summer Intern Program 1400 Independence Ave, S.W. Washington DC 20250-0596	
CONTACT: C. Mondina McClain, (202) 401-0515	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	

	<h1>RISK MANAGEMENT AGENCY</h1>
<p>United States Department of Agriculture</p>	
<p>POSITION: Computer Clerk/Assistant, GS-335-2/3/4/5/6/7</p>	
<p>SALARY: (Salary may vary depending on geographical location)</p>	
<p>JOB NUMBER: RMA-KC-SUM-10-01</p>	
<p>LOCATION: USDA, Risk Management Agency (RMA), Kansas City, Missouri</p>	
<p>DUTIES: Assists senior level specialist in developing GIS applications. May assist in developing customized ESRI ArcServer 8.3 (or higher) applications, using Visual Studio VB.NET. Utilizing a working knowledge of ArcSDE geodatabase structures helpful for some positions.</p>	
<p>Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.</p>	
<p>[X] Access to public transportation [] Vehicle Required</p>	
<p>DESIRED MAJOR/COURSE WORK: Information Technology, Computer Science, Oracle Database Administration. Computer/word processing skills required.</p>	
<p>OPENING DATE: December 29, 2009</p>	
<p>CLOSING DATE: March 19, 2010</p>	
<p>MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey</p>	
<p>CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802</p>	
<p>NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.</p>	

	<h1>RISK MANAGEMENT AGENCY</h1>
United States Department of Agriculture	
POSITION: Accounting Clerk/Technician, GS-525-2/3/4/5/6/7	
SALARY: (Salary may vary depending on geographical location)	
JOB NUMBER: RMA-KC-SUM-10-02	
LOCATION: USDA, Risk Management Agency (RMA), Kansas City, Missouri	
DUTIES: Assists senior level specialist in analyzing accounting documents, approving administrative payment vouchers and reviewing cost center verification reports for accuracy and completeness.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Accounting. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey	
CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. No transportation expenses will be authorized.	

 <p>United States Department of Agriculture</p>	<h1>RISK MANAGEMENT AGENCY</h1>
POSITION: Risk Management Clerk/Assistant, GS-1101-2/3/4/5/6/7	
SALARY: (Salary may vary depending on geographical location)	
JOB NUMBER: RMA-KC-SUM-10-03	
LOCATION: USDA, Risk Management Agency (RMA), Kansas City, Missouri	
DUTIES: Provides assistance to senior level specialist in analyzing insurance policies and procedures, assist in conducting detailed analysis of producers yield records, and work with our regional offices and approved insurance providers to determine the validity of the producers submitted yields in order to determine if they qualify for exceptions to the maximum yield edit process.	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input checked="" type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required DESIRED	
DESIRED MAJOR/COURSE WORK: Agricultural Journalism, Agricultural Economics, Mathematics. Computer/word processing skills required.	
OPENING DATE: December 29, 2009	
CLOSING DATE: March 19, 2010	
MAIL COMPLETED APPLICATION TO: USDA-FSA/KCHRO Beacon Facility – Mail Stop 8398 P.O. Box 419205 Kansas City, Missouri 64141-6205 ATTN: Carleen Dempsey	
CONTACT: Carleen Dempsey (816) 823-2003 FAX: 816-448-5802	
NOTE: There will be a limited number of positions available. Only selected interns will be notified. Housing subsidies <i>may be</i> authorized for out-of-state selected interns. <i>No</i> transportation expenses will be authorized.	



ANIMAL & PLANT HEALTH INSPECTION SERVICE

**United States
Department of
Agriculture**

POSITION: Animal Health Technician, GS-0704-04

SALARY: \$13.76 hourly

JOB NUMBER: APHIS-SIP-001

LOCATION: USDA, APHIS, Veterinary Services - Pickerington, OH

DUTIES: The incumbent will be assisting Veterinary Medical Officers and Animal Health Technicians in a variety of duties relative to animal disease control and eradication. Duties include testing and inspecting livestock for evidence of disease; and tracing the origin of infected and exposed livestock. Duties will also include, assisting with office activities associated with aquaculture, poultry, ruminant and swine disease programs and import/export activities.

[X] Access to public transportation [] Vehicle Required

DESIRED MAJOR/COURSE WORK: Majors in Veterinary Medicine, Animal Science, Pre-Veterinary Medicine, Biology or related fields.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Budget Technician, GS-0561-05

SALARY: \$16.92 hourly

JOB NUMBER: APHIS-SIP-002

LOCATION: USDA, APHIS, Veterinary Services - Robbinsville, NJ

DUTIES: Processes cooperative agreement payments in accordance with written and verbal instruction from Administrative Officer (AO) and guidelines as established by the regional office. -Reviews financial documents to ensure payments were made as requested to the cooperator. -Maintains cooperative agreement spreadsheet as directed by AO. -Employee is responsible for maintaining electronic and/or hard copy records of payments made for various services and supplies recorded through the TUMS, IAS, or processed by the miscellaneous payment section of MRPBS. -Reviews and assigns accounting codes to all obligating documents and processes all Area financial obligation documents/invoices within 5 business days of receipt utilizing procedures established for each specific type of document.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Finance, accounting, business

OPENING DATE: December 29, 2009

CLOSING DATE: February 28,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Information Technology Trainee (Customer Support), GS-2299-05

SALARY: \$15.00 hourly

JOB NUMBER: APHIS-SIP-003

LOCATION: USDA, APHIS, Veterinary Services - Flowood, MS

DUTIES: Under direction, guidance, and supervision of Information Technology Specialist intern will provide assistance in the following areas: Work with customers telephonically or in person to troubleshoot routine and unusual problems related to systems operations, platforms, telecommunications services such as E-mail, Internet access, use and applications of various hardware and software tools, etc. Work with customers with varying degrees of computer literacy to help them use their IT resources effectively. Assist in providing technical guidance and assistance to system users, which includes installing, configuring, maintaining and trouble shooting of hardware and software. Assist in customizing computer applications to specific customer needs using a variety of operating systems, computer software packages, database management systems, and utilities to streamline or enhance the customer's ability to complete assignments.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Information Technology or Computer Science

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Animal Health Technician, GS-704-04

SALARY: \$13.41 hourly

JOB NUMBER: APHIS-SIP-004

LOCATION: USDA, APHIS, Veterinary Services - Gainesville, FL

DUTIES: The incumbent will assist the Veterinary Medical Officers and Animal Health Technicians in a variety of duties related to animal disease control and eradication. The incumbent will be testing and inspecting animals for ectoparasites and evidence of diseases, collecting blood, tissue and ectoparasites in livestock and other species of animals as well as tracing the origin of infected, infested and exposed animals. Duties will also include, but not limited to, assisting with field and office activities, import/export activities at Miami Animal Import center, surveillance field activities, and outreach activities on behalf of Veterinary Programs.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Majors in Veterinary Medicine, Veterinary Sciences, Animal Sciences, Biology, Entomology or related fields. Local Recruit from University of Florida.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12, 2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Animal Health Technician, GS-0704-04

SALARY: \$13.41 hourly

JOB NUMBER: APHIS-SIP-005

LOCATION: USDA, APHIS, Veterinary Services - Gainesville, FL

DUTIES: The incumbent will assist the Veterinary Medical Officers and Animal Health Technicians in a variety of duties related to animal disease control and eradication. The incumbent will be testing and inspecting animals for ectoparasites and evidence of diseases, collecting blood, tissue and ectoparasites in livestock and other species of animals as well as tracing the origin of infected, infested and exposed animals. Duties will also include, but not limited to, assisting with field and office activities, import/export activities at Miami Animal Import center, surveillance field activities, and outreach activities on behalf of Veterinary Programs.

☒ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Majors in Veterinary Medicine, Veterinary Sciences, Animal Sciences, Biology, Entomology or related fields. Local Recruit from Florida A&M University.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12, 2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Biological Laboratory Technician, GS-0404-04/5/6/7

SALARY: \$13.41/\$15.00/\$16.73/\$18.59 hourly

JOB NUMBER: APHIS-SIP-006

LOCATION: USDA, APHIS, VS, National Veterinary Services Laboratories - Ames, Iowa

DUTIES: The selected applicant will work in a laboratory environment as part of a team of veterinarians and laboratory support personnel assisting in a variety of duties relative to animal disease control and eradication. Duties will include assisting with field and office activities associated with disease surveillance and outreach activities (such as Ag Discovery) for the National Center for Animal Health. The technician is also responsible for a variety of duties associated with serum processing and serum banking, Quality Assurance (QA) document control, and serological testing for bacterial and protozoal diseases of animals.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Majors in Veterinary Medicine, Veterinary Science, Animal Science, Biology, Agricultural Science, Wildlife Management, Microbiology or related fields.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12, 2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Administrative Assistant, GS-0303-03/4

SALARY: \$11.95/\$13.41 hourly

JOB NUMBER: APHIS-SIP-007

LOCATION: USDA, APHIS, Veterinary Services - Ames, IA

DUTIES: Standard office work providing general office and clerical support and provide backup to the Quality Management Program Assistant position.

☒ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: N/A

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Computer Clerk, GS-0335-03

SALARY: \$11.95 hourly

JOB NUMBER: APHIS-SIP-008

LOCATION: USDA, APHIS, VS, National Centers for Animal Health - Ames, IA

DUTIES: Standard general office related work with data entry and general computer skills. Deploy hardware (e.g., printers, office machines, PC's, and laptops) for customers in administrative and laboratory environments. Utilized Help desk application (Help Star 2008) to open, track, update and close customer requests. Utilize good customer service skills on the telephone, via email, and during 1:1 interactions with customers.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Undergraduate or graduate degree candidate in Management Information Systems, Systems Management, Computer Science, Computer Engineering, Information Assurance, or other Information Technology focused degree plan.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Visual Information Assistant, GS-0303-03

SALARY: \$11.95 hourly

JOB NUMBER: APHIS-SIP-009

LOCATION: USDA, APHIS, VS, National Centers for Animal Health - Ames, IA

DUTIES: Assist with general graphic illustration production work of signage for general use and office duties associated with illustration and photographic work. Create illustrations suitable for printing in scientific journals, books or posting as displayed media on the World Wide Web. Produce video or photographic media of scientific events (e.g., necropsy, cultured media, and progressive stage experiment documentation) and general staff photographer duties. Digital reproduction of conventional production media for archival purposes. Respond to audio visual needs of a wide scientific customer base. Utilized Help desk application (HelpStar 2008) to open, track, update and close customer requests. Customer Service skills utilizing the telephone, email, and face to face interactions with customers while performing duties.

[X] Access to public transportation [] Vehicle Required

DESIRED MAJOR/COURSE WORK: Undergraduate or graduate degree program in Biomedical Photographic Communications, Professional Photographic Illustration, Medical Illustration, Biological or Pre-medical Illustration, or similar program.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12, 2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Animal Health Technician, GS-0704-07

SALARY: \$19.95 hourly

JOB NUMBER: APHIS-SIP-010

LOCATION: USDA, APHIS, VS, Centers for Epidemiology and Animal Health - Fort Collins, CO

DUTIES: The incumbent analyzes data collected through national surveys of disease prevalence, production practices, etc., of specific food animals, e.g., dairy, swine, beef cow/calf. Assists veterinarians and epidemiologists in developing fact sheets with results of surveys and disease studies. The incumbent conducts extensive literature searches on various animal disease agents and writes reports summarizing findings. Assists veterinarians, epidemiologists, and economists in developing risk assessments dealing with livestock and livestock product import activities.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in veterinary medicine, epidemiology, agricultural science, economics, and/or statistics. Skills in computer database use, economics, statistics, library search methods, and familiarity with professional epidemiologic literature are desirable.

OPENING DATE: December 29, 2009

CLOSING DATE: February 16, 2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov



ANIMAL & PLANT HEALTH INSPECTION

SERVICE

United States
Department of
Agriculture

POSITION: Veterinary Student Trainee (2 Vacancies) GS-0799-07/9

SALARY: \$20.22/\$24.74 hourly

JOB NUMBER: APHIS-SIP-011

LOCATION: USDA, APHIS, VS, Emergency Management and Diagnostics -
Riverdale, MD

DUTIES: Assesses and evaluates animal disease causation, risk factors, and current global status. Assist in the design of the national program systems and methods which prevent introduction of diseases. Assists in the development of animal health emergency management policies, guidelines, plans, etc., for preparedness, response, and recovery from foreign animal and emerging diseases. Recommends processes for the collection and analysis of statistical and other data related to animal disease control programs and operational missions. Evaluates circumstances surrounding disease outbreaks and emergency situations and recommends appropriate regulatory and operational mechanisms, e.g., initiating regulations, imposing restrictions on trade, directing sanitation and quarantine procedures, coordinating and negotiating with authorities of various governmental entities, facilitating communications relating to outbreaks conditions and control efforts, etc. Reviews and assesses raw foreign animal disease information and produce analytical reports, briefings, and risk assessments, in accordance with APHIS requirements. The reports evaluate risk factors associated with the transmission and spread of foreign animal disease in animal populations within and outside the United States. Analyzes and reports on the impacts of animal health events on livestock and animal product industries within and outside the United States. Evaluates potential impacts of regulatory and program changes on industry structure, competitiveness, production, trade, and markets within the livestock and animal product industries. Tracks variations in foreign animal disease emergence factors, e.g., ecological changes, adoption of new production systems, microbial adaptation, societal events, health care infrastructure, farm policy, etc., and assesses their potential impact on APHIS operations and emergency response capability. Seeks out, assesses, and utilizes novel surveillance systems to monitor information. Evaluates foreign animal disease data and trend information to make recommendations that have short, medium, and long-range implications for APHIS program activities and for animal agriculture industries within the United States. Participates in headquarters and field training opportunities and attends meetings and conferences, as time and funding permit, to increase theoretical and practical knowledge about veterinary medicine and emergency management.

☒ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Animal Science or Veterinary Medicine
graduate education

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Joe Manuel
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Biological Science Technician, GS-0404-04

SALARY: \$14.59 hourly

JOB NUMBER: APHIS-SIP-012

LOCATION: USDA, APHIS, PPQ, Professional Development Center - Frederick, MD

DUTIES: The incumbent will have a variety of duties, including but not limited to assisting in the preparation, cataloging, and sorting of laboratory specimens, procuring new insect specimens to be used in instructional course work, conducting document based research and collecting information which assists in the development of technical training course, proctoring exams, and performing routine office work.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Agriculture, Biology, Entomology or related fields.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Program Assistant, GS-0344-04/5/6/7

SALARY: \$14.59/\$16.33/\$18.20/\$20.22 hourly

JOB NUMBER: APHIS-SIP-013

LOCATION: USDA, APHIS, Animal Care - Riverdale, MD

DUTIES: Incumbent will perform a variety of selected project assignments designed to provide on-the-job experience and basic familiarity with Animal Care. Assignments may include, but are not limited to, assisting Veterinary Medical Officers with data analysis on various programs within Animal Care; retrieval of automated files, reports, and correspondence; developing presentations and reports; and preparing and producing routine correspondence. This work experience contributes to the student's development of an understanding of the organization's functions and responsibilities, the relationship of APHIS program operations to the agricultural industry and other stakeholders, and the overall mission of the Department of Agriculture.

☒ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: N/A

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Joe Manuel
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



ANIMAL & PLANT HEALTH INSPECTION SERVICE

POSITION: File Clerk, GS-0305-04/5

SALARY: \$13.82/\$15.46 hourly

JOB NUMBER: APHIS-SIP-014

LOCATION: USDA, APHIS, Animal Care - Raleigh, NC

DUTIES: Standard office work providing clerical support.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: N/A

OPENING DATE: December 29, 2009

CLOSING DATE: February 12, 2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to: MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Animal Health Technician, GS-0704-04

SALARY: \$13.41 hourly

JOB NUMBER: APHIS-SIP-017

LOCATION: USDA, APHIS, VS - Oklahoma City, OK

DUTIES: The incumbent will be assisting Veterinary Medical Officers and Animal Health Technicians in a variety of duties relative to animal disease control and eradication. Duties include testing and inspecting livestock for evidence of disease; collecting and submitting blood samples; and tracing the origin of infected and exposed livestock and documentation and inspection of pre-export isolation facilities. Duties will include working in the area office as an assistant to the office automation assistant and secretary. Additional duties will include document examination and data entry.

☒ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Pre-veterinary medicine, veterinary medicine or animal science.

OPENING DATE: December 29, 2009

CLOSING DATE: February 25,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



SERVICE

United States
Department of
Agriculture

ANIMAL & PLANT HEALTH INSPECTION

POSITION: Computer Clerk, GS-0335-04

SALARY: \$13.41 hourly

JOB NUMBER: APHIS-SIP-018

LOCATION: USDA, APHIS, VS - Oklahoma City, OK

DUTIES: The incumbent will be assisting the local customer service IT specialist and the administrative officer. Primary duty will involve training office and field personnel on common software applications such as power point, Microsoft word and Excel spread sheet. Additional responsibilities will include technical support to customers (office staff, field staff, and state staff) who need advice, assistance and training in applying hardware and software to systems. The work involves the planning and delivery of customer support services and troubleshooting. Collateral duties will include administrative and clerical support to the area office.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Information technology, customer service.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov

PROGRAM: Arizona Veterinary Services

POSITION, SERIES, GRADE AND SALARY: Animal Health Technician GS 4

OPEN DATE: (January 15, 2010)

CLOSE DATE: (February 15, 2010)

LOCATION: Window Rock, AZ

MAJOR DUTIES: The incumbent serves as an Animal Health Technician responsible for nonprofessional technical and specialized work involved in a variety of animal disease control and eradication programs. The selected applicant(s) will work in an office and field environment as part of a team and support personnel on issues related to surveillance and eradication of a program disease, scrapie. Arizona Veterinary Services needs to hire a college student who is familiar with the roads, people, customs and flock management practices, and has learned to speak the Navajo language (many older Navajo citizens speak only Navajo).

The AZ VS hire a stay-in-school would help the Navajo Nation, and work with Dr. Scott Bender, Navajo Nation Tribal Veterinarian, in a first of its kind, 48 month, no year funded, Scrapie Cooperative Agreement. According to Dr. Bender, most home slaughter on the Navajo Nation occurs during summer months (June, July, and August). The hired student would help with the Navajo Nation Scrapie Cooperative Agreement by collecting heads, hauling livestock, and scrapie program (assigned identification tags, farm premises, etc.) data entry. I believe this could be a good outreach effort to serve an underrepresented group. It would also greatly enhance scrapie surveillance efforts and help Veterinary Services towards its goal of eradicating scrapie in 5 years.

DESIRED MAJOR/COURSE WORK: Agricultural oriented fields (animal science, animal husbandry, ranch/range management, etc.), veterinary medicine, veterinary science, animal science, microbiology, virology, bacteriology, biological sciences, epidemiology, computer technology (i.e., Microsoft Word, Microsoft PowerPoint, and database management), and technical writing.

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

database management.

To apply for this position please complete the necessary paper work as detailed in the Department handbook.

Mail applications to:

USDA, APHIS, MRPBS, HRD, HRO
100 N 6th Street
Minneapolis, MN 55403
Attention: Rebecca Meyer

Questions regarding the process can be e-mailed to: MRPSIP@aphis.usda.gov

PROGRAM: USDA APHIS Veterinary Services

POSITION, SERIES, GRADE AND SALARY: Animal Health Technician GS- 0704 – 4

OPEN DATE: January 14, 2010

CLOSE DATE: February 15, 2010

VACANY ANNOUNCEMENT NUMBER: APHIS-SIP-19

LOCATION: Window Rock, AZ

MAJOR DUTIES: The incumbent serves as an Animal Health Technician responsible for nonprofessional technical and specialized work involved in a variety of animal disease control and eradication programs. The selected applicant(s) will work in an office and field environment as part of a team and support personnel on issues related to surveillance and eradication of a program disease, scrapie. Arizona Veterinary Services needs to hire a college student who is familiar with the roads, people, customs and flock management practices, and has learned to speak the Navajo language (many older Navajo citizens speak only Navajo).

The AZ VS hire a stay-in-school would help the Navajo Nation, and work with Dr. Scott Bender, Navajo Nation Tribal Veterinarian, in a first of its kind, 48 month, no year funded, Scrapie Cooperative Agreement. According to Dr. Bender, most home slaughter on the Navajo Nation occurs during summer months (June, July, and August). The hired student would help with the Navajo Nation Scrapie Cooperative Agreement by collecting heads, hauling livestock, and scrapie program (assigned identification tags, farm premises, etc.) data entry. I believe this could be a good outreach effort to serve an underrepresented group. It would also greatly enhance scrapie surveillance efforts and help Veterinary Services towards its goal of eradicating scrapie in 5 years.

DESIRED MAJOR/COURSE WORK: Agricultural oriented fields (animal science, animal husbandry, ranch/range management, etc.), veterinary medicine, veterinary science, animal science, microbiology, virology, bacteriology, biological sciences, epidemiology, computer technology (i.e., Microsoft Word, Microsoft PowerPoint, and database management), and technical writing.

Mail applications to:

USDA, APHIS, MRPBS, HRD, HRO
100 N 6th Street
Minneapolis, MN 55403
Attention: Rebecca Meyer

Questions regarding the process can be e-mailed to: MRPSIP@aphis.usda.gov



AGRICULTURAL MARKETING SERVICE

POSITION: Grants Management Trainee, GS-1199-04

SALARY: \$14.59 hourly

JOB NUMBER: APHIS-SIP-015

LOCATION: USDA, AMS, F&V - Washington, DC

DUTIES: The incumbent will serve as a Grants Management Specialist trainee responsible for reviewing and processing grant applications and performance reports under the direction of the Specialty Crop Block Grant Program Project Manager. The selected applicant will work in an office environment as part of a grant team and support personnel on communicating with grantees; entry of grant management data in the database tracking system; and processing award documents.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Business, Food Science, Horticulture, English, Communications, Computer Technology (i.e., Microsoft Word, Microsoft Access), Analytic, Writing and Organizational skills.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12, 2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Joe Manuel
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:
MRPSIP@aphis.usda.gov



United States
Department of
Agriculture

AGRICULTURAL MARKETING SERVICE

POSITION: Administrative Assistant, GS-0303-05

SALARY: \$16.33 hourly

JOB NUMBER: APHIS-SIP-016

LOCATION: USDA, AMS, FVP, FPB, Standardization and Training Section -
Fredericksburg, VA

DUTIES: Incumbent will receive telephone calls and visitors to the Area Office seeking information; receive and distribute incoming correspondence, reports, memorandums, and other materials; maintain routine correspondence and program records; retrieve automated files, reports, and correspondence; prepare and produce routine correspondence and reports; compose non-technical correspondence; type a variety of narrative and tabular material from rough draft and corrected copy; proofread/edit correspondence and documents for correct grammar, spelling, capitalization, punctuation, and format, using MS Word; perform general office and clerical tasks and provide backup to the Secretary position.

☐ Access to public transportation ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Microsoft Word, PowerPoint, Outlook and database management.

OPENING DATE: December 29, 2009

CLOSING DATE: February 12,
2010

NOTE: To apply for this position please complete the necessary paper work as detailed in the Department handbook.

MAIL COMPLETED APPLICATION TO:

Rebecca Meyer
USDA, APHIS, HR
100 North Sixth Street
Minneapolis, MN 55403

CONTACT: Questions regarding the process can be e-mailed to:

MRPSIP@aphis.usda.gov

GRAIN INSPECTION, PACKARDS AND STOCKYARDS ADMINISTRATION

PROGRAM: USDA, GIPSA, FGIS

POSITION TITLE, SERIES AND GRADE

AGRICULTURAL COMMODITY TECHNICIAN GS-1981-4

VACANCY ANNOUNCEMENT NUMBER: GIPSA-SIP-01

OPEN DATE: January 14, 2010

CLOSE DATE: February 15, 2010

LOCATION:

USDA, GIPSA, FGIS
LEAGUE CITY FIELD OFFICE
1025 EAST MAIN STREET, # 104
LEAGUE CITY, TEXAS 77573

MAJOR DUTIES:

The incumbent performs subordinate technical work in support of grain inspection and weighing activities at interior or export elevators. Work assignments are subject to rotation between shifts and elevators within the commuting area.

☐ Access to Public Transportation

☒ Vehicle Required

Mail applications to:

USDA, APHIS, MRPBS, HRD, HRO
100 N 6th Street
Minneapolis, MN 55403
Attention: Rebecca Meyer

Questions regarding the process can be e-mailed to: MRPSIP@aphis.usda.gov

PROGRAM: USDA, GIPSA, P&SP Policy and Litigation

POSITION TITLE, SERIES AND GRADE

POLICY ANALYST GS-0343-5/7 Step 1

VACANCY ANNOUNCEMENT NUMBER: GIPSA-SIP-02

OPEN DATE: January 14, 2010

CLOSE DATE: February 15, 2010

LOCATION:

USDA, GIPSA,
1400 Independence Ave. SW
Washington, DC 20250

MAJOR DUTIES:

The incumbent performs proposal writing (rule making related, public relations etc.) and development process. Conduct, review and analyze research (legal, regulatory and industry) as requested.


☒ Access to Public Transportation


☐ Vehicle Required


Mail applications to:


USDA, APHIS, MRPBS, HRD, HRO
100 N 6th Street
Minneapolis, MN 55403
Attention: Joe R. Manuel


Questions regarding the process can be e-mailed to: MRPSIP@aphis.usda.gov


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Biological Science Laboratory Technician, GS-0404-4/4
SALARY:
JOB NUMBER: 1
LOCATION: Western Regional Research Center, Foods Contaminants Research Unit – Albany, CA
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: February 1, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: David Brandon – david.brandon@ars.usda.gov


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Biological Science Aid, GS-1, GS-2, or GS-3. GS level will be determined by Human Resources based upon education and experience.
SALARY:
JOB NUMBER: 2
LOCATION: Beltsville, MD Area
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: February 1, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: Visit the Beltsville Area website at http://www.ars.usda.gov/ba/sumintern.html


 United States Department of Agriculture	AGRICULTURAL RESEARCH SERVICE
POSITION: Biological Science Laboratory Technician, GS-0404-4 (Two years of college)1, GS-2, or GS-3. GS level will be determined by Human Resources based upon education and experience.	
SALARY:	
JOB NUMBER: 3	
LOCATION: Albany, CA – Foodborne Contaminants Research Unit	
DUTIES:	
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK:	
OPENING DATE: December 29, 2009	
CLOSING DATE: February 1, 2010	
MAIL COMPLETED APPLICATION TO:	
CONTACT: John Mark Carter – i.mark.carter@ars.usda.gov	


 United States Department of Agriculture	AGRICULTURAL RESEARCH SERVICE
POSITION: Biological Science Laboratory Technician, GS-4o4-4/5 or 6 (corresponding to working on BA or post BA)	
SALARY:	
JOB NUMBER: 4	
LOCATION: Albany, CA – Foodborne Contaminants Research Unit	
DUTIES:	
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK:	
OPENING DATE: December 29, 2009	
CLOSING DATE: February 1, 2010	
MAIL COMPLETED APPLICATION TO:	
CONTACT: Christopher Silva – Christopher.silva@ars.usda.gov	


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Biological Science Aid (3 positions), GS-0404-1 (2 positions) (working on a high school degree)
SALARY:
JOB NUMBER: 5
LOCATION: Dubois, ID – U.S. Sheep Experiment Station
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: February 1, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: Corey Moffet – corey.moffet@ars.usda.gov


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Engineering Technician (2 positions), GS-0802-4
SALARY:
JOB NUMBER: 6
LOCATION: Kimberly, ID – Northwest Irrigation & Soils Research Laboratory
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: February 1, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: Kara Vander Linden – kara.vanderlinden@ars.usda.gov


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Biological Science Technician GS-0404-4/4
SALARY:
JOB NUMBER: 7
LOCATION: Kimberly, ID- Northwest Irrigation & Soils Research Laboratory
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: February 15, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: Kara Vander Linden – kara.vanderlinden@ars.usda.gov


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Biological Science Aid, GS-0404-4/4
SALARY:
JOB NUMBER: 8
LOCATION: Kimberly, ID- Northwest Irrigation & Soils Research Laboratory
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: January 29, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: Kara Vander Linden – kara.vanderlinden@ars.usda.gov


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Biological Science Aid, GS-0404-3 (3 positions)
SALARY: 89-day appointment with possible conversion to STEP appointment if the work load warrants.
JOB NUMBER: 9
LOCATION: Kimberly, ID- Northwest Irrigation & Soils Research Laboratory
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: January 29, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: Kara Vander Linden – kara.vanderlinden@ars.usda.gov


 AGRICULTURAL RESEARCH SERVICE United States Department of Agriculture
POSITION: Biological Science Aid, GS-0404-2 (2 positions)
SALARY: 89-day appointment with possible conversion to STEP appointment if the work load warrants.
JOB NUMBER: 10
LOCATION: Shafter, CA – Western Integrated Cropping Systems Research Unit
DUTIES:
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK:
OPENING DATE: December 29, 2009
CLOSING DATE: January 29, 2010
MAIL COMPLETED APPLICATION TO:
CONTACT: Kara Vander Linden – kara.vanderlinden@ars.usda.gov


 <p>United States Department of Agriculture</p>	<h2 style="color: green; margin: 0;">RURAL DEVELOPMENT</h2>
POSITION: Program Clerk (Student), Summer Intern, GS-0344-2/3/4/5	
SALARY: \$22,454.00 to \$30,772.00 annually (Salary may increase due to General Schedule increase for FY10)	
JOB NUMBER: RD-PA-SIP-2010-01	
LOCATION: USDA Rural Development, State Office, Harrisburg, PA	
DUTIES: This student temporary position is assigned to the State Director's Staff of the USDA-Rural Development's Pennsylvania State Office and will be under the direct supervision of the Assistant to the State Director. Incumbent of this position will provide a variety of clerical assistance and technical support performing routine, procedural, or standard assignments that support program analysis functions and processes. Duties may include providing assistance with environmental matters and in coordinating the requirements of the Agency's environmental policies and procedures at the State Office level; performing a variety of activities to include, but not limited to, assistance in mapping RD projects using software programs, (i.e., GIS).	
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring in Environmental Science/Policy, Business Administration, Finance, Economics, Statistics, Mathematics, or Agricultural Business or other fields related to the position are desired.	
OPENING DATE: January 1, 2010	
CLOSING DATE: March 1, 2010	
NOTE: Please include college transcript with application.	
MAIL COMPLETED APPLICATION TO: USDA, Rural Development ATTN: Bernadette Miller 1400 Independence Ave., SW Mail Stop 0730, Room 1310 Washington DC 20250-1571	
CONTACT: Bernadette Miller, (202) 692-0199 Email: Bernadette.Miller@wdc.usda.gov FAX (202) 692-0295	


 RURAL DEVELOPMENT United States Department of Agriculture
POSITION: Public Affairs Student Trainee, GS-1099-02/05
SALARY:
JOB NUMBER: RD-MI-SUM-01-2009
LOCATION: Rural Housing Service, Rural Development, East Lansing, Michigan (1 position)
DUTIES: This is a basic trainee position. Work assignments are given to acquaint the trainee with the types of public information regarding loan making work done in the agency, its policy and philosophy, and to relieve higher-graded Public Affairs Specialist and related positions of simple and routine work. Assignments typically consist of such work as participating in or observing the following: Design, plan or advise on the agency's public affairs program; develop, research and disseminate informational materials to the general public or specialized target groups; learn to establish and maintain an effective working relationships with media. Strong research skills are a must.
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK: Students majoring in political science, governmental relations, public relations or communications.
OPENING DATE: December 31, 2009
CLOSING DATE: March 30, 2010
NOTE: Please include college transcript with application.
MAIL COMPLETED APPLICATION TO: USDA, Rural Development ATTN: Bernadette Miller 1400 Independence Ave., SW Mail Stop 0730, Room 1310 Washington DC 20250-1571
CONTACT: Bernadette Miller, (202) 692-0199 Email: Bernadette.Miller@wdc.usda.gov FAX (202) 692-0295

	RURAL DEVELOPMENT
United States Department of Agriculture	
POSITION: Miscellaneous Clerk (Student), Summer Intern, GS-0303-2/3/4/5	
SALARY: \$22,454. – 30,772. annually. (Salary may increase due to General Schedule Increase for FY 10)	
JOB NUMBER: RD-PA-SIP-2010-02	
LOCATION: USDA Rural Development, State Office, Harrisburg, PA	
DUTIES: This student temporary position is assigned to the Administrative Programs Staff of USDA-Rural Development's Pennsylvania State Office of the summer months. Incumbent of this position will provide a variety of clerical assistance and technical support relative to budget, contracting, leasing, travel/transportation, mail management, records/correspondence management and Human Resources. Incumbent is under the direct supervision of the Administrative Program Director (APD).	
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring in Business Administration, Accounting, Finance, Economics or other fields related to the position are desired.	
OPENING DATE: January 1, 2010	
CLOSING DATE: March 1, 2010	
NOTE: Please include college transcript with application.	
MAIL COMPLETED APPLICATION TO:	
USDA, Rural Development ATTN: Bernadette Miller 1400 Independence Ave., SW Mail Stop 0730, Room 1310 Washington DC 20250-1571	
CONTACT: Bernadette Miller, (202) 692-0199 Email: Bernadette.Miller@wdc.usda.gov FAX (202) 692-0295	

 RURAL DEVELOPMENT United States Department of Agriculture
POSITION: Loan Clerk (Student), Summer Intern, GS-1101-2/3/4/5
SALARY: \$22,454. – 30,772. annually. (Salary may increase due to General Schedule Increase for FY 10)
JOB NUMBER: RD-PA-SIP-2010-03
LOCATION: USDA Rural Development, Clinton Area Office, Mill Hall, PA
DUTIES: This student temporary position is established in an Area Office of Pennsylvania's USDA-Rural Development, and will work on supervised rural credit work. Work assignments are given to acquaint the student with the types of loan and grant making and servicing work done in the Agency, as well as to familiarize the student with the Agency's policy and philosophy. The incumbent will perform a variety of routine tasks designed to provide training, experience, and technical competence in the methods, procedures, principles, theories, and techniques utilized in the performance of supervised rural assistance programs.
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring in Business Administration, Finance, Economics, Accounting, Insurance, Engineering, Mathematics, Banking and Credit, Marketing Law, Real Estate Operations, Statistics, or other fields related to the position are desired.
OPENING DATE: January 1, 2010
CLOSING DATE: March 1, 2010
NOTE: Please include college transcript with application.
MAIL COMPLETED APPLICATION TO: USDA, Rural Development ATTN: Bernadette Miller 1400 Independence Ave., SW Mail Stop 0730, Room 1310 Washington DC 20250-1571
CONTACT: Bernadette Miller, (202) 692-0199 Email: Bernadette.Miller@wdc.usda.gov FAX (202) 692-0295

 RURAL DEVELOPMENT United States Department of Agriculture
POSITION: Loan Clerk (Student), Summer Intern, GS-1101-2/3/4/5
SALARY: \$22,454. – 30,772. annually. (Salary may increase due to General Schedule Increase for FY 10)
JOB NUMBER: RD-PA-SIP-2010-04
LOCATION: USDA Rural Development, Butler Area Office, Butler, PA
DUTIES: This student temporary position is established in an Area Office of Pennsylvania's USDA-Rural Development, and will work on supervised rural credit work. Work assignments are given to acquaint the student with the types of loan and grant making and servicing work done in the Agency, as well as to familiarize the student with the Agency's policy and philosophy. The incumbent will perform a variety of routine tasks designed to provide training, experience, and technical competence in the methods, procedures, principles, theories, and techniques utilized in the performance of supervised rural assistance programs.
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring in Business Administration, Finance, Economics, Accounting, Insurance, Engineering, Mathematics, Banking and Credit, Marketing Law, Real Estate Operations, Statistics, or other fields related to the position are desired.
OPENING DATE: January 1, 2010
CLOSING DATE: March 1, 2010
NOTE: Please include college transcript with application.
MAIL COMPLETED APPLICATION TO: USDA, Rural Development ATTN: Bernadette Miller 1400 Independence Ave., SW Mail Stop 0730, Room 1310 Washington DC 20250-1571
CONTACT: Bernadette Miller, (202) 692-0199 Email: Bernadette.Miller@wdc.usda.gov FAX (202) 692-0295

 <p>United States Department of Agriculture</p>	<h2 style="color: green; margin: 0;">RURAL DEVELOPMENT</h2>
POSITION: Administration and Office Support (OA) Clerk - Student	
SALARY: \$24,499. – 30,772. annually. Salary may increase due to General Schedule Increase for FY 10. Alaska residents receive COLA and/or Locality Pay in addition to basic grade level salary.	
JOB NUMBER: RD-AK-SIP-2010-01	
LOCATION: USDA Rural Development, Administrative Programs, Palmer, Alaska	
DUTIES: This student temporary position during the summer months. Work assignments are given to acquaint the student with providing specialized clerical and technical support for a wide area of administrative functions to include customer service; front desk/reception; contracting; personnel; management controls; and fiscal management. Student will provide administrative and clerical support to higher level staff to achieve program goals and objectives. Conduct evaluations to determine program effectiveness in meeting established goals and to improve the timeliness and accuracy of administrative functions and program delivery.	
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required	
DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring in Business Administration, Finance, Economics, Statistics, Mathematics, Agricultural Business, Liberal Arts, or other fields related to the position are desired.	
OPENING DATE: January 1, 2010	
CLOSING DATE: March 1, 2010	
NOTE: Please include college transcript with application.	
MAIL COMPLETED APPLICATION TO: USDA, Rural Development ATTN: Bernadette Miller 1400 Independence Ave., SW Mail Stop 0730, Room 1310 Washington DC 20250-1571	
CONTACT: Bernadette Miller, (202) 692-0199 Email: Bernadette.Miller@wdc.usda.gov FAX (202) 692-0295	

 RURAL DEVELOPMENT United States Department of Agriculture
POSITION: Loan Clerk - Student
SALARY: \$24,499. – 30,772. annually. Salary may increase due to General Schedule Increase for FY 10. Alaska residents receive COLA and/or Locality Pay in addition to basic grade level salary.
JOB NUMBER: RD-AK-SIP-2010-02
LOCATION: USDA Rural Development, Housing, Business, and Community Programs, Palmer, Alaska
DUTIES: This is a student temporary position during the summer months in USDA, Rural Development's State Office located in Palmer, Alaska. Work assignments are given to acquaint the student with the various types of loan making and servicing work done in the agency, its policy and philosophy. Student will work with higher-graded loan specialists and related positions on tasks of a simple and routine nature. Assignments will typically consist of participating in or observing loan application reviews; participating in credit risk factor evaluations; participate and observe the process of approval or disapproval of housing loans and guarantees; provide basic assistance to applicants/borrowers regarding possible actions to be taken regarding financial management of loans, family budgets, real estate values, and other sources of possible assistance. Student will provide clerical support to higher level staff in each of the program areas to achieve goals and objectives. Duties such as marketing and outreach activities may also be assigned.
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required
DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring/course work in Business Administration, Finance, Economics, Accounting, Insurance, Engineering, Mathematics, Banking and Credit, Marketing, Business Law, Real Estate Operations, Statistics, or other fields related to the position are desired.
OPENING DATE: January 1, 2010
CLOSING DATE: March 1, 2010
NOTE: Please include college transcript with application.
MAIL COMPLETED APPLICATION TO: USDA, Rural Development ATTN: Bernadette Miller 1400 Independence Ave., SW Mail Stop 0730, Room 1310 Washington DC 20250-1571
CONTACT: Bernadette Miller, (202) 692-0199 Email: Bernadette.Miller@wdc.usda.gov FAX (202) 692-0295



United States
Department of
Agriculture

Grain Inspection, Packers and Stockyards Administration

POSITION: AGRICULTURAL COMMODITY TECHNICIAN GS-1981-4

SALARY:

JOB NUMBER: GIPSA-SIP-01

LOCATION: USDA, GIPSA, FGIS
LEAGUE CITY FIELD OFFICE
1025 EAST MAIN STREET, # 104
LEAGUE CITY, TEXAS 77573

DUTIES: The incumbent performs subordinate technical work in support of grain inspection and weighing activities at interior or export elevators. Work assignments are subject to rotation between shifts and elevators within the commuting area.

[] Access to public transportation [**X**] Vehicle Required

DESIRED MAJOR/COURSE WORK:

OPENING DATE: January 14, 2010

CLOSING DATE: February 15, 2010

NOTE:

MAIL COMPLETED APPLICATION TO:

USDA, APHIS, MRPBS, HRD, HRO
100 N 6th Street
Minneapolis, MN 55403
Attention: Rebecca Meyer

CONTACT: Questions regarding the process can be e-mailed to: MRPSIP@aphis.usda.gov



United States
Department of
Agriculture

Grain Inspection, Packers and Stockyards Administration

POSITION: POLICY ANALYST GS-0343-5/7 Step 1

SALARY:

JOB NUMBER: GIPSA-SIP-02

LOCATION:

GIPSA, P&SP Policy and Litigation
1400 Independence Ave. SW
Washington, DC 20250

DUTIES: The incumbent performs proposal writing (rule making related, public relations etc.) and development process. Conduct, review and analyze research (legal, regulatory and industry) as requested.

[☒] Access to public transportation [☐] Vehicle Required

DESIRED MAJOR/COURSE WORK:

OPENING DATE: January 14, 2010

CLOSING DATE: February 15, 2010

NOTE:

MAIL COMPLETED APPLICATION TO:

USDA, APHIS, MRPBS, HRD, HRO
100 N 6th Street
Minneapolis, MN 55403
Attention: Joe R. Manuel

CONTACT: Questions regarding the process can be e-mailed to: MRPSIP@aphis.usda.gov